

**Legislative Assistant**  
**Washington State House of Representatives**

**Mission:** To assist Legislators in successfully fulfilling their public obligations by providing support services in the areas of administration, communication, research and public relations.

**Reports to:** Representative, Caucus Staff Director, Chief Clerk

**Location:** The primary work location is in Olympia with some travel to the legislative district.

**Compensation:** Minimum salary starts at \$32,500 a year – will increase depending on qualifications and education. Additional reimbursement is available for session relocation.

**Necessary Skills, Knowledge and Abilities**

- Office management including organization and scheduling
- Effective written and oral communication skills
- Word processing skills necessary to work with speed and accuracy
- Knowledge of computer chart, graph and table formatting
- Ability to research and analyze relevant constituent issues
- Ability to track legislation and organize member briefings and materials.
- Ability to perform multiple tasks accurately and efficiently under time constraints
- Ability to work both independently and cooperatively
- Ability to exercise professional judgment and maintain confidentiality

**Typical Assignments**

*Administration*

- Manage daily operation of district and Olympia offices.
- Manage the Representative's schedule and travel arrangements, providing all materials.
- Supervise, as delegated by the member, independent interns and volunteers. Coordinate with the intern coordinators to direct the work of interns

*Communication*

- Manage constituent inquiries and casework
- Facilitate and coordinate communication between the Representative, legislators, state officials, staff, agency personnel, stakeholders and constituents in the development and advancement of legislation.
- Serve as a liaison between the Representative and constituents of the Legislative District; exercising independent judgment to determine and implement appropriate courses of action

*Research*

- Track advancement of bills through the legislative process. This may entail monitoring of committee hearings, securing committee testimony and records preparation.
- Identify and monitor district specific issues
- Work with OPR and Caucus staff to develop materials and prepare briefings for members

*Public Relations*

- Represent the office at legislative and community events
- Work with Communications staff and the Representative on articles, newsletters, press releases, speeches, town hall meetings and district events.

**All qualified candidates are encouraged to apply.**